



# Ascot Vale Primary School

No: 2608

1<sup>st</sup> February 2017

Dear Parents/ Caregivers,

## Parent Teacher Meetings held between 3:30pm and 5:45pm on Wednesday 8<sup>th</sup> February 2017

Part of the beginning of the school year involves parents/carers of students new to a unit and/or teacher catching up with your child's teacher/s to share information which may assist in your child's learning and development and help us to develop the home / school partnership for the school year ahead. It is important for you to attend the meeting so that you can share with your child's new teacher the wealth of knowledge you have of your child, such as:

- your thoughts and feelings about your child's school experiences
- how your child has settled in, since returning from the break
- your child's strengths and areas for improvement
- their interests and passions
- any medical or personal issues of which we are unaware

The teacher will also share some information about how your child has settled into the 2017 school year and raise any concerns and/or success stories. A maximum of 10 minutes has been allocated for each meeting. If more time is considered necessary, then alternative arrangements can be made with the teacher. **Please note that if your child has the same teacher as last year, you will not be allocated a time during these meetings.** However, like always, if you'd like to make an appointment to meet with your child's teacher, please do so at an alternative time. A few staff may need to make alternative arrangements with you as the number of new students exceeds the number of places available.

Please fill in the request sheet that is below, to inform your child's teacher of your preferred interview time by entering 1 (your first choice) and 2 in the spaces provided. We will endeavour to meet your needs and allocate interviews as close to the requested times as possible. Families with more than one child (who qualifies for an interview – i.e. new to a unit and/or teacher) must record the appropriate information on the form; only one form needs to be returned to the school. Teachers will leave at least a 10 minute gap between sibling times. **Please return to classroom teachers by no later than Friday 3<sup>rd</sup> February.** Confirmation of times will be sent home early next week and will be displayed outside of units.

Regards,

Michael Downing - Assistant Principal

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Student Name:

Children in other units: (name/s and unit/s):

Unit:

Parent/Guardian name/s:

Indicate your preferred time by entering 1 (your first choice) and 2 (second choice) below.

3.30-4.30

4.30-5.45

Please return to classroom teachers by Friday 3<sup>rd</sup> February 2017.

Do you require an INTERPRETER? \_\_\_\_\_ (only mark if yes)